

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

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		Approved By: Harvey Bostrom
Subject:	Workplace Safety & Health Training Requirements	Effective: April 01, 2005
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The Manitoba Workplace Safety and Health Act and Regulations 7.4(5) states "a workplace safety and health program must include a plan for training workers and supervisors in safe work practices and procedures."

Community councils must ensure that Workplace Safety and Health (WSH) representatives, supervisors and employees receive training as specified in this manual. Council must develop a training plan within thirty days of hiring a new employee. Training should be job specific in nature, must be delivered by a qualified trainer and should include proposed deadlines for training within a two year timeframe. The training plan should form part of the Community Management Plan which is reviewed and updated annually. The regional office is available to assist.

WSH representatives shall be paid at their regular wages for two days educational leave annually, for safety and health training seminars. See the section in this manual entitled Workplace Safety and Health Representatives.

Safety training meetings should be conducted for new project specific tasks such as summer students cutting grass. Meetings should cover hazards and personal protective equipment that is required. Records of these meetings must be kept in the designated file. It is crucial that council orientate summer students and casual employees on their tasks.

Council must ensure that new employees are made aware of specific hazards prior to starting work in the workplace. For example, Workplace Hazardous Material Information System (WHMIS) orientation must be acquired before entering a water treatment plant. Personal protective equipment (PPE) must also be worn.

Employee Orientation Requirements

Council must ensure that new employees receive job specific orientation prior to starting work. When current employees are assigned a new task, orientation must be provided to ensure that the new task is performed safely.

The Department of Aboriginal & Northern Affairs staff will assist in delivering the following orientation to employees by oral presentation and hands-on demonstration:

- review all components of the manual entitled *A Safe Work Place - A Workplace Safety and Health Manual for Your Community*;
- statutory rights of employees under *The Workplace Safety & Health Act*:
 - **the right to know** about hazards in the workplace and what precautions must be taken to prevent injuries or illnesses
 - **the right to participate** in safety and health activities at the workplace

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- **the right to refuse** any task that the employee has reasonable grounds to believe is dangerous to his/her safety and health or the safety and health of others
- introduction to the work environment; and
- authority and responsibilities of Aboriginal and Northern Affairs, community council and supervisors.

Upon completion of each component, the attached Orientation Record must be completed and signed by both the employee and the council. The Orientation Record must be updated every time an employee completes a new component of his/her orientation. Revised versions of the Orientation Record must be attached to the initial record in the designated WSH file and a copy forwarded to the regional office. This will ensure a complete orientation history of the employee is available at all times.

Orientation does not take the place of employee training. Employee training by a qualified instructor must be completed without delay.

The Department of Aboriginal & Northern Affairs is available to assist in the development of a training plan.

Refresher and Re-certification Training

Some training providers, distribute expiry cards for training such as:

- confined space
- workplace hazardous material information system (WHMIS)
- fall protection; and
- trenching and shoring.
- TDG

Summer Students

Summer students (i.e. Green Team) must be trained in all required areas prior to beginning the task. Once the supervisor is confident that the student has received the appropriate training, the student and the supervisor must complete the attached Student Training Record. Part of the training can include providing the operating instructions for equipment and observing the student perform the task. Returning students should complete the Student Training Record annually.

Depending on the situation, constant student supervision, may not be reasonable. A system must be developed to check on the student regularly and should include some form of communication

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between the student and the supervisor (i.e. cell phone or two-way radio). Students must be provided with the appropriate personal protective equipment.

If student is less than 16 years old, a permit must be obtained from Manitoba Labour and Immigration before the student commences work. Students less than 16 years old must have adult supervision at all times when working.

There are additional restrictions on the types of work that can be performed by persons under 18 years of age. Please contact Manitoba Labour and Immigration at 1-204-945-3352 or 1-800-821-4307

Council as Contractor – Safety Training Meetings

Where council is considered the contractor on construction projects, there must be safety training meetings held. Meetings must be held for an equivalent of 30 minutes every two weeks. This applies to construction projects where 5 or more workers are employed. Records of these meetings must be kept in the designated WSH file.

Caretakers

In some cases, caretakers are required to:

- use chemicals that require WHMIS training; and
- carry out duties that require Fall Protection training

Through council's development of the Prevention Plan, (See section entitled Plan to Control Chemical and Biological Hazards part 36) it can be determined whether or not caretakers should be provided with WHMIS training. If this training is required, contact your regional office to arrange for the training. If council has a contract with an outside person to provide this service, the requirement for WHMIS training should be outlined in the contract.

Council should ensure that where duties carried out by the caretaker require the adherence to the *Fall Protection Procedure* (section III-C-G12) that the caretaker has received formal training in fall protection or that an employee who has received formal fall protection training carries out this task.

In all cases, caretakers should be:

- trained according to council's policy related to Working Alone
- provided with the appropriate personal protective equipment and trained in its use.

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Training Requirements

Council must ensure the WSH training requirements are provided as outlined below:

Training Components	Position	Frequency
1. A Safe Workplace – A Workplace Safety & Health Manual for Your Community	<ul style="list-style-type: none"> • All employees • Council members 	Annually
2. Emergency Response Plan <ul style="list-style-type: none"> • Fire drills • Communication System • Fire extinguisher • Evacuation procedures • Emergency response procedures 	<ul style="list-style-type: none"> • All employees • Council members 	Annually
3. Inspection Process and Hazard Recognition & Control System <ul style="list-style-type: none"> • Hazard recognition and control • Level 1 – Workplace safety and health 	<ul style="list-style-type: none"> • Public Works Employee (PWE) • Council member, WSH representative 	Once
4. Workplace Hazardous Material Information System (WHMIS)	<ul style="list-style-type: none"> • PWE • Back-up PWE • Caretakers – see below 	Initial and then annual refresher training
5. Investigating Incidents <ul style="list-style-type: none"> • Investigation workplace incidents • Level 1 – Workplace safety and health 	<ul style="list-style-type: none"> • Investigation team (PWE, council member, WSH representative) 	Once
6. First Aid <ul style="list-style-type: none"> • FA2 	<ul style="list-style-type: none"> • Personnel/community 	Every 3 years
7. Confined Space Training & Self Contained Breathing Apparatus	<ul style="list-style-type: none"> • Minimum of three (PWE, back-up and one other) 	Initial and refresher training every 3-5 years
8. Lockout Procedure	<ul style="list-style-type: none"> • Minimum of two (PWE, back-up) 	Once and refresher training every 3-5 years
9. Fall Protection Procedure	<ul style="list-style-type: none"> • Minimum of two (PWE, back-up) 	Once and refresher training every 3-5 years

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Training Components	Position	Frequency
1. A Safe Workplace – A Workplace Safety & Health Manual for Your Community	<ul style="list-style-type: none"> • All employees • Council members 	Annually
2. Emergency Response Plan <ul style="list-style-type: none"> • Fire drills • Communication System • Fire extinguisher • Evacuation procedures • Emergency response procedures 	<ul style="list-style-type: none"> • All employees • Council members 	Annually
3. Inspection Process and Hazard Recognition & Control System <ul style="list-style-type: none"> • Hazard recognition and control • Level 1 – Workplace safety and health 	<ul style="list-style-type: none"> • Public Works Employee (PWE) • Council member, WSH representative 	Once
4. Workplace Hazardous Material Information System (WHMIS)	<ul style="list-style-type: none"> • PWE • Back-up PWE • Caretakers – see below 	Initial and then annual refresher training
5. Investigating Incidents <ul style="list-style-type: none"> • Investigation workplace incidents • Level 1 – Workplace safety and health 	<ul style="list-style-type: none"> • Investigation team (PWE, council member, WSH representative) 	Once
6. First Aid <ul style="list-style-type: none"> • FA2 	<ul style="list-style-type: none"> • Personnel/community 	Every 3 years
7. Confined Space Training & Self Contained Breathing Apparatus	<ul style="list-style-type: none"> • Minimum of three (PWE, back-up and one other) 	Initial and refresher training every 3-5 years
Training Components	Position	Frequency
10. Trenching, Shoring & Evacuation	<ul style="list-style-type: none"> • Minimum of two (PWE and back-up) 	Once and refresher 3-5 years
11. Personal Protective Equipment	<ul style="list-style-type: none"> • PWE • Back-up PWE • All others that require (i.e. caretakers) 	Once and refresher 3-5 years
12. Working Alone Procedure	<ul style="list-style-type: none"> • All employees • All council members 	Annually

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Training Components	Position	Frequency
1. A Safe Workplace – A Workplace Safety & Health Manual for Your Community	<ul style="list-style-type: none"> • All employees • Council members 	Annually
2. Emergency Response Plan <ul style="list-style-type: none"> • Fire drills • Communication System • Fire extinguisher • Evacuation procedures • Emergency response procedures 	<ul style="list-style-type: none"> • All employees • Council members 	Annually
3. Inspection Process and Hazard Recognition & Control System <ul style="list-style-type: none"> • Hazard recognition and control • Level 1 – Workplace safety and health 	<ul style="list-style-type: none"> • Public Works Employee (PWE) • Council member, WSH representative 	Once
4. Workplace Hazardous Material Information System (WHMIS)	<ul style="list-style-type: none"> • PWE • Back-up PWE • Caretakers – see below 	Initial and then annual refresher training
5. Investigating Incidents <ul style="list-style-type: none"> • Investigation workplace incidents • Level 1 – Workplace safety and health 	<ul style="list-style-type: none"> • Investigation team (PWE, council member, WSH representative) 	Once
6. First Aid <ul style="list-style-type: none"> • FA2 	<ul style="list-style-type: none"> • Personnel/community 	Every 3 years
7. Confined Space Training & Self Contained Breathing Apparatus	<ul style="list-style-type: none"> • Minimum of three (PWE, back-up and one other) 	Initial and refresher training every 3-5 years
13. Community Harassment Prevention	<ul style="list-style-type: none"> • All employees • All council members 	Annually
14. Community Ergonomic Plan	<ul style="list-style-type: none"> • All employees as applicable 	Annually
15. Violence Prevention Policy	<ul style="list-style-type: none"> • All employees and council members as applicable 	Annually

Training Records

Council must ensure that adequate training records are kept. Training records (as attached) must

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be signed upon completion and revised accordingly. Copies of all signed training documents (including copies of certificates) must be kept in the designated WSH file and a copy forwarded to the regional offices. Records must be kept indefinitely by council. This will ensure a complete orientation history of the employee is available at all times.

Community Responsibilities

Council must ensure that:

- employees, supervisors, council members and WSH representatives receive training;
- a training plan is developed within 30 days of hiring a new employee;
- new employees are not to commence work until they have received an orientation and job specific training.
- adequate training and orientation records are kept;
- current employees are trained on new tasks;
- summer students are trained prior to beginning work and have signed the Student Training Record;
- caretakers are trained according to the requirements; and
- the requirement for trained contractors is included in the contract (i.e. caretakers that require WHMIS training).

Attachments

- Orientation Record
- Training Record
- Student Training Record
- Caretaker Training Record